

Contemporary Business Reports Kuiper Shirley

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For example, if an entire team in your company is collaborating on a sales report that uses Excel data, you can convert the workbook to a Google document so everyone in the team can edit it.

Contemporary Business Reports, 5th Edition enables readers to master the skills of producing and presenting business reports. This text is a step-by-step guide to creating all types of simple and complex reports, such as trip reports, status reports, feasibility studies, proposals, analytical reports, and more. Starting with writing fundamentals, readers will work through the processes of planning, drafting, revising, editing, and producing a variety of simple reports. Then, the text focuses on mastering techniques for planning and conducting research to address more complex business problems, and ends in a comprehensive analytical report. Throughout, readers learn presentation techniques and skills they can use to communicate orally the information contained in your reports. This edition also includes new content addressing the impact of and use of electronic technology in the reporting process. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Contemporary Business Report Writing addresses the creation and crafting of a variety of business reports, including feasibility studies, business plans, and employee manuals, with an emphasis on reports as vital tools in business decision-making. Beginning with the fundamentals of writing, readers learn the process of drafting, revising, editing, and producing simple reports, as well as planning and conducting research which leads to a well-prepared report. Once report preparation and writing is mastered, the book discusses presentation techniques which teach report writers how to effectively communicate the information they have prepared.

Master the skills of CONTEMPORARY BUSINESS REPORT WRITING, 4e, INTERNATIONAL EDITION using this step-by-step guide to creating all types of reports, such as a feasibility studies, business plans, and employee manuals. Starting with writing fundamentals, you'll work through the processes of planning and conducting research, then drafting, revising, editing, and producing a simple report. You'll also learn presentation techniques and skills you can use to effectively communicate the information contained in your reports.

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CONTEMPORARY BUSINESS REPORTS, 5E, International Edition guides readers step-by-step through the process of creating business reports such as a feasibility studies, business plans, employee manuals, and more. Starting with writing fundamentals, readers work through the processes of planning and conducting research, then drafting, revising, editing, and producing a simple report. This edition includes new content addressing the impact of and use of electronic technology in the reporting process. Once readers master report preparation and writing, the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports.

This volume explores the complex relations between norms and exemplars of genres from business and technical communication. Contributors compare a variety of types of norm with textual practices in a variety of ways. The genres examined are typical of the range of audiences and media of workplace and business communication: product withdrawal notices, press releases, job ads, oral presentations, sales letters and tenders, chairman's reports, and technical reports. They are compared with norms set by teachers, by unimaginative practice, by more or less self-appointed experts, or by practitioners who may not share the national or professional culture of their colleagues. However accurate these may be they never do justice to the complexity of 'reality'. The contributors to this volume use a wide variety of methods in their attempt to capture this reality. Many analyse texts, but all combine this procedure with at least one other approach and often more: questionnaires, experiments assessing the effect of manipulated texts, analysis of practitioner comments, and use of natural sources of practitioner judgements like awards for good practice.

This book emphasizes the importance of planning reports to ensure they do what you, the writer or presenter, want them to do. Inside, the reader will discover useful information to make reports more effective, including: the steps involved to plan written and oral report presentations for individuals as well as teams, models for ethical reporting, exclusive tips for preparing webinars, well-thought out steps for preparing a research proposal, and so much more. Numerous examples, helpful illustrations, and a concise writing style let you acquire vital information rapidly, and each chapter ends with a convenient checklist. In Planning and Organizing Business Reports, you have a how-to guide for the various types of reports you will need to generate throughout your career!

This book includes reports that managers originate often, reports they may create occasionally, organizational policies, procedures, and work instructions. Inside, the reader will discover guides for creating over 20 diverse reports; designing report forms; planning, writing, and formatting narrative reports; producing digital and print employee manuals; and locating the service providers and software that can improve your reports' cost-effectiveness. A crisp writing style, bullet points, and many authentic examples and visuals convey essential information quickly. Each chapter summary includes checklists. Business Report Guides gives ample information to apply instantly. It also works as a handy reference for use throughout your career.

The classic guide to consulting—now updated and more comprehensive than ever! This latest edition of the independent consultant's bible addresses all the ways the business of consulting has changed since the last edition—including new information on using the Internet for marketing and on the special concerns of internal consultants. Full of no-nonsense, step-by-step techniques for setting up your consultancy and bringing in clients, this helpful, handy guide will show you how to: Find more leads and close more deals Leverage technology to meet business needs and enhance productivity Market yourself and your services more effectively than ever—online and offline Write effective proposals that sell your ideas Make a winning impression in meetings with new clients Win over clients by knowing what to listen for when discussing potential projects Control your cash flow and spot the warning signs of trouble Excel at public speaking and give killer presentations Negotiate, set fees, and draft contracts so you come out ahead Deal successfully with the IRS Uncover new profit centers you didn't know about

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